

## Purpose and Organization

This guide is intended to give a brief insight into the City procurement process. The City's basic procurement philosophy is that competitive participation of the business community is vital to our mutual welfare. While this guide does not encompass every detail of all regulations, practices and statutes governing purchasing, it does provide the basic principles of our procurement practices.

The City Purchasing Division is responsible for the coordination of all of the supplies, materials and equipment necessary for the delivery of municipal services, as well as for contracting minor construction and professional or personal services. The Division is located at:

City of Frisco  
6101 Frisco Square Blvd.  
Frisco, TX 75034

**NOTE: The City of Frisco Purchasing Division is separate from and in no way related to the Purchasing Divisions for the Frisco Independent School District, Collin County Community College and Collin County. Each of these entities maintains separate Purchasing Divisions. The City of Frisco has executed Interlocal Purchasing Agreements with several local entities that does allow for Cooperative Purchasing of selected items.**

## Vendor List Information

To get on the Purchasing Division's vendor list to obtain automatic bid notices please contact: DemandStar.com or call 1-800-711-1712, for more information. The annual membership fee varies depending upon vendor needs. Many other governmental entities in Collin County are joining DemandStar.com.

You may also get a list of our bids in the following manner:

[www.friscotexas.gov/bids](http://www.friscotexas.gov/bids)

## Guide Information

For a more thorough description of this entire guide, please go to:

<http://friscotexas.gov/departments/purchasing/>

City of Frisco  
Purchasing Division

# Supplier Guide



PROGRESS IN MOTION

## Historically Underutilized Businesses

The City of Frisco involves small businesses and qualified minority/woman owned businesses to the greatest extent possible in the procurement of goods, equipment, services, and construction projects. In accordance with Texas Gov't Code, Chapter 2161, TPASS is responsible for administering the Historically Underutilized Business (HUB) Program for the State of Texas. The City of Frisco references vendors listed through TPASS to source (HUB) vendors during the quote process. For more information, please refer to the State of Texas HUB program at:

<http://www.window.state.tx.us/procurement/cmbi/cmbihub.html>

## Supplier Performance

Suppliers should keep Purchasing advised of any changes to their remittance address.

**Delivery Dates:** Failure to meet a specified delivery date reflects on your performance and could be a factor in subsequent award determinations. It is the supplier's responsibility to notify the Purchasing Division when a delay in the delivery schedule is anticipated or occurs. At this time, the supplier should indicate the new anticipated delivery date and the reason for the delay. It should be noted that failure to deliver within a contractual delivery schedule may result in the supplier being declared in default. In that event, termination action will be taken by the City under the provisions of the Uniform Commercial Code and the State of Texas.

**Quality and Service:** Unsatisfactory product quality or service performance also reflects on a supplier, and could be a factor in subsequent award determinations. Such performance can increase the City's operating costs and must be taken into consideration when awards should be made to the "lowest responsible bidder."

## Procurement Methods

The City of Frisco employs the following methods to procure goods and services:

**Purchases in amounts of \$1 - \$999.99** may be made on the basis of three (3) quotations by the using departments of the City.

**Purchases in amounts of \$1,000 - \$24,999.99** may be made on the basis of a minimum of three (3) quotes, taking into consideration the State Law requiring Historically Underutilized Businesses (HUBS) involvement, by the using departments of the City.

**Purchases in the amounts of \$25,000 or greater** are subject to requirements of the competitive bid process unless specifically exempted by State Law.

**Department Purchase Orders (DPO's)** are issued by the departments of the City to make purchases of \$999.99 or less for items not covered by a supply contract.

**Supply Contracts** are established through a competitive bid process to purchase goods and services at a fixed price or a fixed term for a specified period. **Purchase Orders (POs)** are utilized by the Departments to acquire goods/services covered by a Supply Contract.

**Service Agreements** are contracts for service and repair of equipment generally established annually or at the acquisition of the equipment. The Purchasing Division will coordinate service agreements. Departments will contact authorized vendors when service/repair of equipment is needed.

## POLICY STATEMENT

Purchasing attempts at all times to maintain goodwill between the City government and the business community. Toward this end we strive to:

- Give all suppliers full, fair, prompt, and courteous consideration.
- Keep competition open and fair.
- Solicit supplier suggestions in the determination of clear and adequate specifications and standards.
- Cooperate with suppliers and consider possible difficulties they may encounter.
- Observe strict truthfulness and highest ethics in all transactions and correspondence.

Revised on February 1, 2014

	<b>City of Frisco Purchasing Division</b>
<p>City of Frisco 6101 Frisco Square Blvd. Frisco, TX 75034</p> <p>Phone: 972-292-5541 <a href="http://www.friscotexas.gov">www.friscotexas.gov</a></p>	